
EEOC FORM
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PART E

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Naval Air Warfare Center Weapons Division

October 1, 2003, to September 30, 2004.

EXECUTIVE SUMMARY

The Naval Air Warfare Center Weapons Division (NAWCWD) is composed of two separate geographical locations, China Lake and Point Mugu. Both locations are in the state of California, but are separated by a distance of approximately 180 miles. Different Unit Identification Codes (UIC), 60530 for China Lake and 63126 for Point Mugu, identify these two sites.

Despite the requirement to compare the NAWCWD work force to the appropriate relevant civilian labor force for each geographical site, it must be emphasized that NAWCWD is a fully integrated organization. For example the Commander, Naval Air Warfare Center Weapons Division, is the head of the organization for both sites. There is one organizational structure that encompasses both the China Lake and Point Mugu sites and many supervisors/managers are responsible for and supervise employees at both sites.

This report covers 1,577 full-time/part-time permanent employees and 5 temporary employees at the Point Mugu site and 2,652 full-time/part-time permanent employees and 51 temporary employees at the China Lake site. The National Civilian Labor Force (NCLF) was utilized for the professional categories at both sites for EEO analysis purposes. The Bakersfield, California, Relevant CLF (RCLF) will be used for the remaining job categories, i.e., officials and managers, technicians, office and clerical, craft workers, operatives, laborers and service workers, at the China Lake site. The Oxnard-Ventura, California, RCLF will be used for these same categories at the Point Mugu site.

This Annual EEO Program Status Report is the first report under the Instructions to Federal Agencies for Equal Employment Opportunity Management Directive 715 (MD-715). This is also the first report utilizing the Department of Navy's very recently developed web based application, eversity. Eversity will provide the statistical analysis, management, reporting and document generation functionality required by MD-715. As this is a recently developed tool, it is currently not fully operational; therefore, some of

the required analyses could not be performed for this reporting period. Eversity was not intended, nor is it capable of, performing the required analyses of employment processes and/or appropriate barrier analyses. Please note that in accordance with guidance received from the Department of the Navy, Office of Civilian Human Resources, this report only covers information through the third quarter of FY-04.

MISSION AND MISSION-RELATED FUNCTIONS

NAWCWD's mission is to support the Naval Air Systems Command in providing the warfighter with absolute combat power through technologies that deliver dominant combat effects and matchless capabilities by:

- Performing Research, Development, Test and Evaluation (RDT&E), logistics, and in-service support for guided missiles, free-fall weapons, targets, support equipment, crew systems, and electronic warfare.
- Integrating weapons and avionics on tactical aircraft.
- Operating the Navy's western land and sea range test and evaluation complex.
- Developing and applying new technology to ensure battle space dominance.

China Lake is a leader in RDT&E of guided missiles, advanced weapons and weapon systems. This is proven through 50 years of unparalleled products and the following attributes:

- World leader in complex weapon systems and software integration.
- World leader in energetic materials and subsystems.
- Developed the Sidewinder missile-the world's premiere dogfight weapon that is sold to 31 countries.
- Unique world-class facilities and test ranges for weapon system solutions for the warfighter.

The same is true of the Point Mugu site which has the following attributes:

- World leader in development and integration of tactical electronic combat systems for the protection of Navy and Marine Corps aircraft.
- World leader in complex weapon systems and software integration and offers unique world-class facilities and test ranges for weapon system solutions for the warfighter.

ASSESSMENT OF THE STRENGTHS AND WEAKNESSES OF NAWCWD EEO PROGRAM COMPARED TO THE SIX ESSENTIAL ELEMENTS OF A MODEL TITLE VII AND REHABILITATION ACT PROGRAM

Essential Element A: Demonstrated Commitment from Agency Leadership

The NAWCWD strengths in this element include:

- Issuance of an EEO poster that contains information on the complaints process, ADR, Prevention of Sexual Harassment, Affirmative Employment Program, and a statement by the Commander, NAWCWD, affirming his support and commitment to the EEO Program which is disseminated down to the branch level for prominent posting.
- EEO poster is updated at every change of command.
- Development of a standard performance element for EEO for all supervisors and managers.
- Development of an EEO Checklist to measure supervisors/managers performance in their EEO element.

The only weakness in this element is:

- The Schedule of Offenses and Recommended Remedies is posted on the Human Resources website, however, employees have not been specifically informed of inappropriate behavior in the workplace and possible resultant disciplinary action.

An EEO Plan has been developed to correct this deficiency. An all-hands e-mail informing employees of inappropriate behavior and possible resultant disciplinary action will be issued by 1 June 2005.

Essential Element B: Integration of EEO into the Agency's Strategic Mission

Strengths in this element are:

- Regular meetings with all senior level managers to provide updates on the EEO Program.
- Sufficient resources are available to conduct yearly training for all supervisors/managers on their EEO role and responsibilities.
- The DEEOO has the authority, funding, staffing and resources to manage an effective EEO Program.
- EEO staff members possess the knowledge, skills and abilities to perform their duties.

Identified weaknesses in this element are:

- The need to ensure that EEO officials are present during agency deliberations prior to decisions on personnel matters.
- The need to ensure that EEO issues/concerns are considered in the activity's strategic planning.

EEO plans have been developed for the two items above. Deliberations on personnel matters and strategic planning may occur at different levels within the NAVAIR command. Therefore, it is proposed that EEO officials at the NAVAIR and local business unit level be included as part of these discussions. In addition, training for EEOAC members and HRAs is planned to enable these individuals to represent EEO program interests.

Essential Element C: Management and Program Accountability

Strengths include:

- Regular meetings with all senior level managers to provide updates on the EEO Program.
- Sufficient resources are available to review required personnel matters.
- Effective system for deciding, tracking and monitoring reasonable accommodation issues.
- Distribution of Point of Sale surveys for the purpose of continuous program improvement.

The only weakness is the same one identified in Essential Element A.

Essential Element D: Proactive Prevention

Strengths are:

- Some managers/supervisors have been instrumental in the identification of possible barriers that may be an impediment to equal employment opportunity.
- Trends analyses, as required by MD-715, are conducted by EEO Division staff members.
- An effective ADR Program is in place and all employees are encouraged to utilize this program to resolve workplace disputes.

No weaknesses in this element were identified.

Essential Element E: Efficiency

Strengths in this element are:

- Highly skilled full-time EEO Counselors.
- Discrimination complaints program ensures neutrality, timely processing, and meets all the requirements of 29 CFR 1614.
- Sharing of best practices with other naval installations and agencies.

No weaknesses in this element were identified.

Essential Element F: Responsiveness and Legal Compliance

- Timely compliance with orders and/or directives issued by EEOC Administrative Judges.
- Prompt processing of all forms of ordered relief.

No weaknesses in this element were identified.

SUMMARY OF SELF-ASSESSMENT

An annual review of each employment process is conducted for the purpose of identifying and eliminating any possible barrier to equality of access, competition and/or opportunity. A brief summary of each employment process is provided below.

Recruitment

The NAWCWD hiring goal at the beginning of FY-04 was 169 new hires.

A review of the activity's various recruitment sources was conducted: Civilian Hiring and Recruitment Tool (CHART), Naval Acquisition Intern Program (more commonly referred to as the Mechanicsburg Intern Program), Federal Career Intern Program, Student Educational Employment Program, unsolicited applications and the Journeyman applicant pool.

As a result of this review, several possible problems/barriers were identified. An EEO Plan was developed for those barriers identified in italics and included as part of the FY-04 Annual EEO Program Status Report. The remaining problems/barriers will also be addressed in FY-05 and continuing into the out years.

- HRSC-SW Federal Equal Employment Opportunity Recruitment Program listing is outdated and in need of revision.
- Reduction of HRSC-SW recruitment efforts due to limited funding and staff.
- EEO demographic information of the Naval Acquisition Intern Program applicant pool is not provided to the activity level.
- Information regarding the Naval Acquisition Intern Program is not widely marketed to selecting officials.
- Not all the applications for the Engineers, Scientist Development Program (ESDP) are entered into the NAVAIR resume database.
- Very few, if any, selections have been made from applications collected at minority and female national engineering job fairs/conferences.
- There is no mechanism to determine if applicants directed to the HRSCs by the NAVAIR website actually submit their resumes to this hiring source.
- Information regarding the Student Educational Employment Program is not widely marketed to selecting officials.
- There is no tracking and monitoring process for unsolicited applications.
- The Journeyman application database does not collect EEO data.

EEO plans for the items italicized above have been developed as follows:

- Coordinate efforts to obtain Naval Acquisition Intern Program applicant pool data.
- Determine the most common hiring source for ESDP hirals.
- Determine how applications obtained from minority and female engineering job fairs/conferences are marketed to selecting officials.
- Develop a mechanism for tracking and monitoring the diversity of the unsolicited applications and journeyman application pools if one or both of these hiring sources are used extensively by selecting officials to fill their vacancies.

Hiring and Placement

A thorough analysis of the workforce at both China Lake and Point Mugu sites could not be accomplished due to the unavailability of data in the newly revised job categories. This analysis and the analysis by grade levels will be accomplished in the 2nd quarter. An analysis by major occupation categories was conducted for both sites.

Major occupation categories (MOC) are defined as those occupations that are mission related and heavily populated, i.e., 100+ in a specific series. The following series have been identified as major occupations at the China Lake site:

- Engineering Technician (802 series)
- Electronics Technician (856 series)
- Mechanical Engineer (830 series)
- Electronics Engineer (855 series)
- Aerospace Engineer (861 series)
- Physicist (1310 series)
- Computer Scientist (1550 series)

These major occupations, in total, represent 55% of the China Lake workforce. The table below identifies those groups whose participation in the NAWCWD workforce is not commensurate with their participation rate in the Relevant Civilian Labor Force.

MOC	Low Participation Groups			
830 series	Black male			
855 series	Black male	AA/PI male		
861 series	Black male	AA/PI male		
1310 series	Black male	AA/PI male		
1550 series	Black male	AA/PI male	Black female	White female

Based on the above and a review of the FY-03 MOC analysis, which compared the workforce to 1990 census data, the low participation rate of Black males in the 830, 855, and 1550 series continue to be a problem in comparing the China Lake workforce to 2000 census data.

As of the end of the 3rd quarter there were a total of 80 new hires at the China Lake site; 74 permanent and 6 temporary. White males represented 56% of the new hires, White females 14%, Hispanic males 8%, Hispanic females 6%, Black males 1%, Asian/Pacific Islander (AA/PI) males 5%, AA/PI females 5%, American Indian/Alaskan Native/ (AI/AN) males 3% and AI/AN females 3%. Of these new hires, 23 were in the 830, 855 and 1550 series. No Black males were hired in these series. Consequently, the following barrier was identified:

- Black males are not represented in the workforce at a rate commensurate with their participation rate in the RCLF in the professional series 830, 855 and 1550.

An EEO Plan was developed to address this barrier to include the initiation of a study to determine the most common hiring sources for the 830, 855 and 1510 series. After the hiring sources have been identified, an analysis of the diversity of these applicant pools is planned.

At the Point Mugu site, there are two major occupation categories:

- Electronics Engineer (855 series)
- Electronics Technician (856 series)

These occupations, in total, represent 41% of the Point Mugu workforce. The table below identifies those groups whose participation in the NAWCWD workforce is not commensurate with their participation rate in the Relevant Civilian Labor Force.

MOC	Low Participation Groups			
856 series	White male	White female		
855 series	White male	White female	Black male	

At the Point Mugu site, there were 24 hires; 23 permanent and 1 temporary. White males represented 67% of the new hires, White females 4%, Hispanic males 4%, Hispanic females 13%, Black males 4%, Asian/Pacific Islander (AA/PI) males 4% and AA/PI females 4%. Of these new hires, there were five hires in the 856 and 855 series. Two White males were hired in the 855 series and one White male was hired in the 856 series.

Employee Development and Training Opportunities

A review of the career development programs, i.e., Senior Executive Management Development Program (SEMDP), Fellowship Program, Executive Leadership Development Program, Executive Leadership Development Program for mid-level employees, was conducted. Selection criteria for these programs are also reviewed annually.

It was noted that there was an overall decrease in participation in career development programs in FY-04. To determine whether or not there is a problem/barrier in the application process that should be addressed, the Employment Development and EEO Divisions will determine an appropriate method for collecting this information from the relevant, potential applicant pool for these programs.

Promotions

Due to the unavailability of complete applicant pool data for competitive promotion actions, an accurate analysis of FY-04 actions could not be completed. A limited analysis was conducted based on the available information.

A review of the merit promotion process was attempted, however, this effort was hindered due to the following problems/barriers:

- No Minority Group Designator (MGD) and gender data is available for the candidates determined to be ineligible based on the skills criteria review/qualifications.
- Not all the selection certificates are provided to the EEO Division.
- The MGD and gender data provided on the selection certificates is not broken out by gender within each MGD.
- The information on feeder groups is incomplete because the activity does not have access to information identifying if these individuals actually submitted their resumes for consideration for promotion.

We will continue to work with the HRSC-SW in an attempt to obtain this information.

At the China Lake site we continue to see a downward trend in the filing of informal complaints. The table below provides information on informal complaint activity for the last four fiscal years.

Informal Complaints China Lake	Number	Predominant Basis(es)	Predominant Claim
FY04	10	Reprisal and Age	Non-Sexual Harassment
FY03	15	Sex	Terms and Conditions
FY02	19	Age	Non-Sexual Harassment
FY01	25	Age	Non-Selection/Promotion

The table below provides information on formal complaint activity.

Formal Complaints China Lake	Number	Predominant Basis(es)	Predominant Claim
FY04	5	Reprisal	Non-Sexual Harassment
FY03	2	Age and Reprisal	Non-Sexual Harassment
FY02	6	Age and Reprisal	Non-Sexual Harassment
FY01	14	Reprisal	Non-Selection/Promotion

At the Point Mugu site, there was a significant drop in the number of informal complaints filed. The table below provides information on informal complaint activity for the last four fiscal years.

Informal Complaints Point Mugu	Number	Predominant Basis(es)	Predominant Claim
FY04	3	Disability	Non-Sexual Harassment
FY03	13	Race, Reprisal and Age	Non-Selection/Promotion
FY02	26	Age	Non-Sexual Harassment
FY01	37	Age	RIF

The table below provides information on formal complaint activity.

Formal Complaints Point Mugu	Number	Predominant Basis(es)	Predominant Claim
FY04	3	Race, Color, Reprisal	Non-Sexual Harassment
FY03	9	Race	Non-Selection/Promotion
FY02	6	Race	
FY01	37	Age	RIF

At both the China Lake and Point Mugu sites, there were no noteworthy trends with regard to the basis(es) or claims for complaints filed in FY-04. Discrimination complaints continue to be processed in a timely manner.

Special Program for the Recruitment, Hiring and Advancement of Individuals with Targeted Disabilities

The People with Disabilities Program Manager has noted a developing trend regarding the hiring of individuals with targeted disabilities. For the last several years, there have been little or no accessions of individuals with targeted disabilities; however, they continue to separate as a result of primarily voluntary reasons, i.e., retirement. Consequently, the total number of individuals with targeted disabilities has been steadily declining the last several years at both the China Lake and Point Mugu sites.

As a result of the above, the following barrier was identified:

- There have been little or no accessions of individuals with targeted disabilities.

An EEO Plan to address this barrier was developed:

- Review current recruitment sources.
- Provide information to selecting officials and HRAs on hiring sources/authorities for disabled individuals.
- Conduct analysis of current applicant pool.

Awards

A review of incentive and honorary awards was conducted for FY-04. Performance awards (bonuses for demonstration project employees) are reviewed on a bi-yearly cycle and were not reviewed this fiscal year.

At the China Lake site a total of 36 Time-off awards were given in both the 1-9 hour and 9+ hours categories. There were 110 cash awards in the \$100-\$500 category and 29 cash awards in the \$501+ category. A total of 24 honorary awards were distributed. The total number of incentive and honorary awards granted in comparison to the workforce at China Lake is not a significant amount. All groups did not receive awards at a rate commensurate with their representation in the workforce. However, given the small number of awards granted in this category, this does not appear to be a problem at this time.

At the Point Mugu site a total of 50 Time-off awards were given in both the 1-9 hour and 9+ hours categories. There were 143 cash awards for \$100-\$500 category and 135 cash awards in the \$501+ category. A total of 11 honorary awards were distributed. Some EEO groups had a low participation rate in this employment process in comparison to their representation in the workforce. In addition, it was noted that females in all EEO groups received lower cash award amounts than their male counterparts in the \$501+ category. These areas will continue to be tracked and monitored to determine if a possible barrier exists.

Discipline

There were five disciplinary actions at the China Lake site and six at the Point Mugu site. Due to the small number of actions, it is to be expected that the percentage of disciplinary actions issued to a particular group will be higher than their representation in the workforce. Given the small number of actions, a meaningful analysis could not be conducted.

Separations

There were 147 separations at the China Lake site. The percentage of White male and female separations was greater than their representation in the workforce. However, the majority of these separations were voluntary actions, i.e., retirement. Of the involuntary separations, nearly 50% were termination-expiration of appointments or deaths.

There were 96 separations at the Point Mugu site. The percentage of White male and female, Black male and female, and AI/AN female separations were greater than their representation in the workforce. The majority of separations were voluntary separations, i.e., retirement. Six of the involuntary separations were the result of the reduction-in-force action involving the QF-4 function.

A review of the Voluntary Separation Incentive Pay/Voluntary Early Retirement Authority (VSIP/VERA) process indicated that employees who are similarly situated and meet established selection criteria do not receive the same opportunities for consideration. This problem area will be reviewed in more depth in FY-05.

Discrimination Complaints